

SVRS Election Checklist III: Election Night and Post-Election 2014 Fall Partisan Primary August 12, 2014





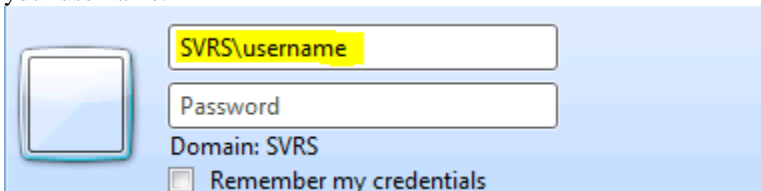
Detailed instructions for each step can be found in the training materials. Please refer to the materials found on the Government Accountability Board website: <http://gab.wi.gov/>

This Checklist covers the following for the 2014 Fall Partisan Primary:

- ✓ Review of Checklist I & II. SVRS Election Checklist I & II activities should be completed prior to the election.
 - [Checklist I](#)
 - [Checklist II](#)
- ✓ Election Night Activities
- ✓ Post-Election Activities
- ✓ *Italicized language will refer to items listed in your SVRS manual (which can also be viewed at <http://gab.wi.gov/node/2311>)*

Please complete the tasks as outlined. Contact the G.A.B Help Desk at 608-261-2028 or gabhelpdesk@wi.gov with any questions.

Steps 1-4 are performed after the polls close on Election Night

Tasks To Complete	Explanation
<input type="checkbox"/> Step 1: Public Notice of Absentee and Provisional Information.	 As soon as possible after the closing hour for all polling places in a municipality, the municipal clerk must post at his or her office and on the Internet the number of outstanding absentee ballots and the number of provisional ballots cast on Election Day.
<input type="checkbox"/> Step 2: Record information from the Provisional Ballot Reporting Form (GAB-123r), even when no provisional ballots are issued	 As soon as possible on Election Night, August 12, 2014: Record each provisional ballot (or that no provisional ballots were issued) using the Provisional Ballot Tracking System located on the CRM ElectionData website: http://electiondata.gab.wi.gov NOTE: There is a newly updated Provisional Tracking System Chapter for the SVRS Manual: Here REMINDER: When accessing the website, "SVRS\" needs to precede your username. 

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<input type="checkbox"/> Step 3: Ballot and Vote Tracking.	<ul style="list-style-type: none"> Count ballots, tabulate and record votes on appropriate Tally Sheets, and complete necessary forms. See Post-Election Checklist, Page 104 in the "Election Day Manual".
<input type="checkbox"/> Step 4: Send Copy of Poll List to County Clerk.	<ul style="list-style-type: none"> Municipalities send one original copy of each poll list to the County Clerk by 4:00 p.m. the day after the election. See Post-Election Checklist, Page 104 in the "Election Day Manual".

Steps 5 – 13 must be completed by September 11, 2014.


Tasks to Complete	Explanation
<input type="checkbox"/> Step 5: Enter and Process Late Registrations	<ul style="list-style-type: none"> Self-Providers or Providers for their Relier(s) enter and process late registrations in SVRS. Choose the App Source of "Late Registration." (<i>Voter Application: Pages 3-16</i>)
<input type="checkbox"/> Step 6: Enter and Process Election Day Registrations (NOTE: When using the default setting, ensure that all defaulted information is accurate for each application.)	<ul style="list-style-type: none"> Self-Providers or Providers for their Relier(s) process Election Day Registrations in SVRS with the App Source of "Election Day Registration." This will automatically record a vote. If no ballot was issued, choose the App Source of "Election Day Registration – No Ballot Issued." (<i>Voter Application: Pages 17-18</i>) If any Election Day Registrations are incomplete applications, see the SVRS Manual for instructions on processing the applications. (<i>Post-Election: Pages 5-7</i>)
<input type="checkbox"/> Step 7: Self-providers who use SVRS for absentee perform post-election absentee tasks	<ul style="list-style-type: none"> Record late-arriving absentee ballots as returned. Cancel all absentee ballots not returned after the deadline of Friday, April 4 at 4:00 p.m. (<i>Absentee Ballots: Page 35-39</i>)
<input type="checkbox"/> Step 8: Record Voter Participation	<ul style="list-style-type: none"> Self-Providers or Providers for their Relier(s) record voter participation from the poll list and supplemental poll list in SVRS.
Please perform reconciliation! If the number of votes recorded in SVRS does not match your poll book(s) or number of voters listed on your GAB-190 Forms, please follow the directions provided in the Post-Election Activities Chapter, pages 12-22. The Voter Node and the Reports node (the Vote Count by Voting Method Report and WI Voter Participation Reports) are useful for reconciling the poll book with SVRS voter participation.	
<input type="checkbox"/> Step 9: Review Poll Book and update SVRS accordingly	<ul style="list-style-type: none"> Update voter records with any Proof of Residence (POR) provided by the voter and/or any typographical corrections on the poll book (<i>Voter: Page 9, 16</i>)

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<input type="checkbox"/> Step 10: Complete GAB-190F by September 11 th , 2014.	 Municipal Clerks complete Election Voting and Registration Statistics Report for a Federal Election (GAB-190F). All GAB-190's must be entered into the WEDC system within 30 days or reported to Providers to do so within the 30 days following the election.  Note: Cost Reports (GAB 191 & 192) are not required to be reported for primary elections.
<p>You can access the WEDC system from the same Citrix Application page as SVRS (by clicking on WEDCS icon) or by going to this website: https://wedc.gab.wi.gov, which requires 'svrs\' and then your SVRS username to login. Although you or your provider must enter the report in WEDCS, there are paper copies available on the G.A.B. website.</p> <ul style="list-style-type: none"> ○ GAB-190F(along with the Help Guide): http://gab.wi.gov/forms/gab-190-federal ○ The GAB-190F will ask for the number of Permanent Overseas voters that participated in the election since the 2014 Partisan Primary is a federal election. 	
<input type="checkbox"/> Step 11: Review and Compare WEDCS Voter Numbers with SVRS.	 Compare the response on question 5 of the GAB-190F to the total votes recorded in SVRS. The number of voters in WEDCS and SVRS should match.
<input type="checkbox"/> Step 12: Municipalities Check Milestones 6-9 to close the Election	 Self-Providers or Providers for their Relier(s) check Milestones 6-9 for the 2014 Partisan Primary. (<i>Post-Election: Page 26</i>)
<input type="checkbox"/> Step 13: Counties check Milestones 4-9 to close the Election.	 Once all municipalities within the county have closed the Election, counties should proceed with closing the election at the county-level. (<i>Post-Election Activities: Page 26</i>)

NOTE:

-  There are newly updated chapters in the SVRS Manual for Voter, Voter Applications, Post-Election Activities and Provisional Tracking ([view here](#)).

LOOKING AHEAD:

-  Webinar materials and a schedule of upcoming presentations can be found on the G.A.B. website under education/training within the clerks tab ([view here](#)).
-  Watch for Checklist I regarding the November General Election (week of 8/18/2014).